

Sisseton-Wahpeton Oyate

Job Description

Job Title: Legal Administrative Assistant

Summary: Under the administrative authority of the Judicial Committee Chairperson. The legal Administrative Assistant performs all functions necessary for the operation of the Judicial Office. This position also provides support and assistance to the tribal membership who are proposing legislation to be amended or passed through the legislative process.

Duties:

1. Responsible for sending and delivering all mail and communications.
2. Responsible for maintaining and updating computerized document system.
3. Maintains well organized filing system for the Codes, Judicial Committee minutes and other documents relative to the Judicial Office operations.
4. Distributes communications and documents as directed by the Judicial Committee Chairperson and/or the Judicial Committee.
5. Responsible for scheduling Judicial Committee meetings and sending out notices to the committee members.
6. Responsible for scheduling public forums and placing notice of these meetings in the local newspapers.
7. Conducts on line research for precedent case law.
8. Must maintain a professional demeanor when dealing with the public.
9. Track office expenditures and process paperwork to pay the Committee bills.
10. Must attend the Judicial Committee meetings, take notes and type the

Legal Administrative Assistant, Judicial Committee

minutes for Committee review and approval.

11. Answers the telephone, responds to Committee emails and performs other secretarial duties as directed.

12. Coordinates with the Legal office regarding the process for legal review.

13. Must maintain confidentiality.

Minimum Qualifications:

* Previous experience in the legal clerical field is preferred but is not required.

* Must maintain an alcohol and drug free lifestyle.

* High School Diploma or GED.

* Must have a clean criminal record.

Minimum Skills:

1. Must be proficient in word processing programs including Microsoft Word and Word Perfect.

2. Must have experience in the use of office equipment.

3. Must have excellent communication skills with the ability to follow through with daily office duties and assigned tasks.

Approved  Date 8/19/20